

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2013-003

1. Solicitation identified: This Addendum No. 1 applies to the following procurement:

human resources information system

Purchasing Office Solicitation No.: 2013-003

2. Notice to Proposers publication date: **June 28, 2012**
3. Solicitation release date: **June 30, 2012**
4. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **July 17, 2012, 2:00 p.m. Central Time**
5. Addendum No. 1 release date: **July 17, 2012**
6. Proposals submittal deadline and opening: **July 31, 2012, 2:00 p.m. Central Time**
7. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **August 10, 2012**
8. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **August 28, 2012**
9. Addendum:

In reference to the City of Franklin's **June 30, 2012** Purchasing Office Solicitation No. **2013-003** for the supply and delivery to the City of Franklin Human Resources Department of a human resources information system, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 1 is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to the questions that have been asked to date.

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Below are the questions asked to date and the City’s responses thereto:

Q1: Are the Insurance Requirements accurate as indicated on p. 12 of the Request for Proposals?

A1: Not entirely. First, the automobile liability coverage listed in the Request for Proposals is not necessary for this procurement. Second, for this procurement, technology errors and omissions liability coverage may be offered by the proposer as an alternate to commercial general liability coverage. Also, the commercial general liability coverage or technology errors and omissions liability coverage shall apply on a primary and non-contributory basis. Finally, references to “bidders” should have been to “proposers.” The insurance requirements as indicated on p. 12 of the Request for Proposals are therefore hereby deleted and restated as follows:

Insurance Requirements:

Prior to award of the procurement by the City, the successful proposer (that is, the vendor who is recommended be awarded the purchase) shall provide one or more Certificate(s) of Insurance that meet(s) or exceed(s) the following insurance requirements:

Type of coverage		Limits of coverage	Certificate of insurance*
Commercial general liability	Premises / operations	\$1 million per occurrence / \$2 million annual aggregate	Certificate of insurance shall name the City of Franklin as an Additional Insured and attach endorsement. Coverage shall apply on a primary and non-contributory basis.
	Products / completed operations	\$1 million per occurrence / \$2 million annual aggregate	
As an alternate to commercial general liability, proposer may offer ... Technology errors and omissions liability		\$1 million combined single limit	Certificate of insurance shall name the City of Franklin as an Additional Insured and attach endorsement. Coverage shall apply on a primary and non-contributory basis.
Workers compensation		Statutory limits	Certificate holder only
Employers liability		\$500,000 bodily injury each accident / \$500,000 policy limit bodily injury by disease / \$500,000 each employee bodily injury by disease	Certificate holder only

*The successful proposer shall provide the City with a Certificate of Insurance that shall contain the provision that the City shall be given thirty (30) days written notice of any intent to amend or terminate by either the proposer or its insuring company. However, a ten (10) day notice is sufficient for cancellation due to non-payment of premium.

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10. Proposals submittal deadline and scheduled opening: Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

July 31, 2012, 2:00 p.m. Central Time

11. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."

12. Questions: The deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation has now passed. To ask questions of a procedural nature, please contact:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079

13. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.